

New Hampshire Employment Security**PAYMENT VOUCHER****REPORT OF EARNINGS FOR LESS THAN FULL-TIME WORK**

Note: Please print all information in ink. Wages must be reported on a calendar week basis.

SEE INSTRUCTIONS ON REVERSE SIDE

Print your name: _____ SSN: _____

Week Beginning Sunday (mo./day/yr): _____ And Ending Saturday (mo./day/yr): _____

Gross Earnings for hrs. worked (before taxes & deductions, including tips): \$ _____

Employer's Name: _____ Employer's tel #: _____

Gross Earnings for work in self-employment, and/or casual labor/odd jobs: \$ _____

Your Signature: _____ Today's Date: _____

DES 1060 R-11/21/02 sd

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Instructions

Note: Answer all questions carefully. In order to ensure timely processing and payment for your partial claim for benefits, you must follow these instructions as required under EMP 501.10:

1. Complete **all** entries in ink. Any alterations or erasures on the Voucher may be grounds to refuse it.
2. Print your name and social security number.
3. Print the Sunday beginning date and Saturday ending date of the calendar week you are claiming partial benefits. Do not include any wages you earned prior to Sunday or after Saturday. (Note: If you do not report your wages based upon a Sunday through Saturday time frame, your Voucher will be returned.) **You must report each week on a separate Voucher.**
4. Write the name of the employer you worked for during the week you are claiming partial benefits. **You must complete a separate voucher for each employer you worked for during the week.**
5. **Report all of your wages before taxes and deductions, including tips and commission, and wages from odd jobs for the calendar week.**
6. **If you worked in self-employment, and/or casual labor/odd jobs, please report the gross wages on the line, "Gross Earnings for work in self-employment, and/or casual labor/odd jobs".**
7. **If you provide inaccurate information, adjustments may have to be made and the overpayment may require restitution to the Department.**
8. **SIGN, DATE, AND MAIL** the Voucher to the address below once you have filed your continued week(s).
9. **Mail your Voucher to:** NH Employment Security
Data Prep
32 South Main Street
Concord, NH 03301

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